

CIA INTERNAL USE ONLY

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17 August 1954

MEMORANDUM FOR: Addressees Noted Below with Distribution

SUBJECT: Proposed Notice No [ ] Supply  
Standardization of Heavy-Duty File Folders  
(Job #712-III)

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1. The proposed N [ ] Standardization of Heavy-Duty File Folders is submitted herewith for your concurrence and comment.

2. The heavy-duty file folder described in this Notice has been standardized to replace many different types of heavy-duty file folders now used in the Agency.

3. The publication of this Notice was requested by the Chief, Management Staff based on the suggestion from a representative of the Logistics Office. The Chief, Management Staff stated that since the issuance of N [ ] which standardized the use of 11 point kraft, square cut folders in the Agency, the number of types of folders stocked has been reduced from 54 to 6 with resulting economies in procurement and storage. It is believed that the attached Notice will achieve additional economies by reducing the number of requisitions and purchase orders for nonstandard heavy-duty folders.

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4. A restriction on obtaining and using the standard heavy-duty folder is provided in subject Notice since these folders should be used only if warranted by heavy continuing usage requirements.

5. Questions pertaining to subject Notice may be referred to [ ] Management Staff, extension [ ]

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6. It is requested that your concurrence and comments be indicated on the attached Concurrence Sheet and be returned to this Staff by 7 September 1954.

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Chief, Regulations Control Staff

cc: Deputy Director (Administration) (Info) - 2  
Deputy Director (Intelligence) - 10  
Deputy Director (Plans) - 14  
Assistant Director for Communications - 3  
Assistant Director for Personnel - 5  
Director of Training - 3  
General Counsel - 1  
Comptroller - 3  
Inspector General - 1  
Chief of Logistics - 7  
Chief, Medical Staff - 3  
Director of Security - 6

2005/11/21 : CIA-RDP70-00211R000300050021-9  
Cable Secretary - 1

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TO: REGULATIONS CONTROL STAFF, 126 ☐

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CONCURRENCE SHEET

PROPOSED ISSUANCE: Notice No. ☐ Supply, Standardization  
of Heavy-Duty File Folders  
DRAFT 17 August 1954

CONCUR:

- (a) Substance
- (c) Classification
- (d) Distribution

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Office

\_\_\_\_\_  
Date

COMMENT

(Job #712-1H)